IT Professional Technical Services
Master Contract Program
T#: <u>902</u>
Statement of Work (SOW)
For Technology Services
Issued By

Minnesota Department of <u>Education</u>

Project Title: <u>LDS2 SLEDS Warehouse</u>

Service Categories:

Vendors may submit <u>a total of two resumes</u> under each category in response to this SOW:

- ## <u>Data Base Design/Architect</u>
- ## <u>Data Warehouse</u>
- ## <u>Desk Top Application Design and Development</u>

Business Need

MDE is looking for a single vendor to supply an experienced team of architects and developers to work in parallel with an MDE staff to design, develop and implement an interagency data warehouse. The interagency warehouse will contain anonomyzed unit record data for individuals from preschool through post secondary and workforce employment.   All work will be directed by an MDE project manager.

Through this SOW we will secure the services of **approximately 4 vendor supplied FTEs with skills in the identified service categories** to supplement the MDE team. Initially we will require architecture services to support the design phase of the project. Once that is completed we will require warehouse and application design services. Selected individuals will join a team of MDE staff with responsibilities for design, construction, testing, documentation, and support of the warehouse effort. Over the course of this three year project at the discretion of the MDE project manager, vendor team members will be engaged consistently but not necessarily full time as the schedule requires. Work schedules will be developed in consultation with the vendor based on need and availability of individuals with required skill sets.

Project Deliverables

- Create and maintain functional specifications that describe . . .
    - Data sources
    - Anonymization techniques
    - ETL (extract translate and load) software and database schema for the warehouse.
    - The production hardware and software environment
- Design, create, debug, and maintain production software: ETL and application software to support the anonymization facilities.
- Testing to verify correct data structures and data contents.
- The actual data structures, populated with data, and housed at OET facilities.
- Create and maintain user guides as required.
- Periodic reporting to our funding source – the Federal Government.

Background

MDE is developing a Statewide Longitudinal Education Data System (SLEDS). This interagency education data warehouse will include data structures that support analysis of unit record level data for students from preschool, K-12, post secondary through workforce employment. The data will be drawn from multiple sources – MN Department of Education (MDE), MN Department of Economic Development (DEED), and the MN office of Higher Education (OHE). All data will be "anonymized" prior to inclusion in the warehouse making it impossible to identify specific individuals, yet allowing longitudinal analysis for research purposes based on education unit records. This project encompasses data to be used in subsequent analysis efforts but does include the creation of analytic tools.

The warehouse will be implemented using MS SQL Server tools, including MS SSIS (Microsoft SQL Server Integration Services), and perhaps MS SSAS (Microsoft SQL Server Analysis Services) to help verify proper structure and contents. Analytic tools that can be used to verify the correctness of the warehouse will include MS Office tools and possible WebFocus. Application software will be implemented using the Java programming language.

Secure access to the warehouse while under construction will be managed through MS AD (Microsoft Active Directory) facilities. (Security associated with analytic use of the warehouse will be addressed separately in the analysis project mentioned above.)

MS sharepoint services, MS Office 2010, and MS Project 2010 will be used to assist in managing the project.
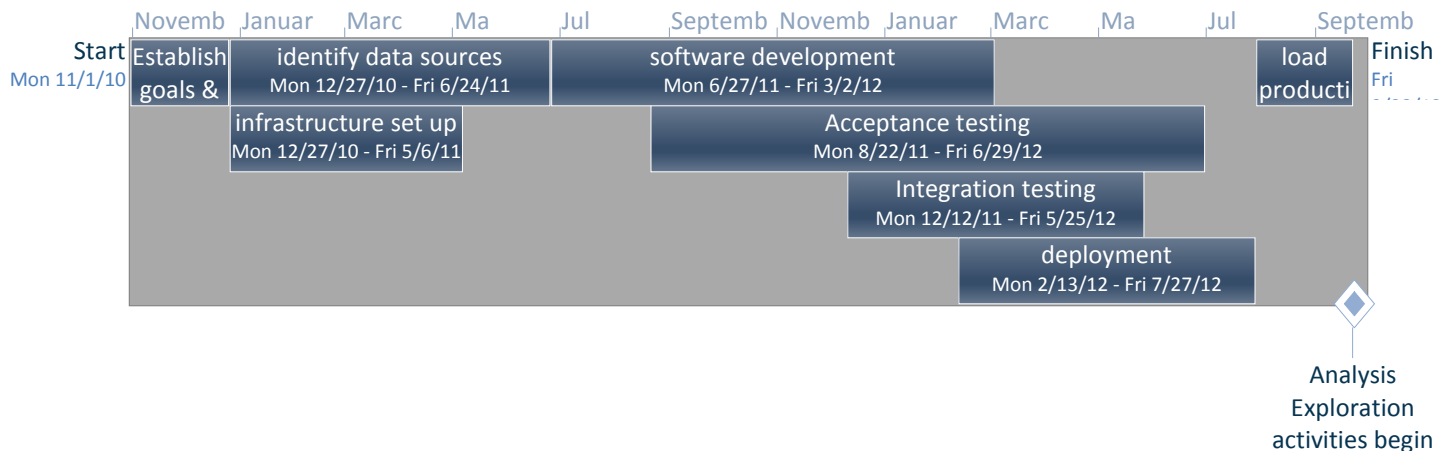
Project Environment (State Resources)

The successful responder will supply skilled IT professionals to work directly with existing MDE SLEDS team to develop architecture and provide Java/ SQL ,ETL services needed to build and populate a data warehouse that will be used to drive WebFocus analysis services.   Implementation will be monitored for progress matched to delivery schedules.

This is a three year project that will integrate data across MDE, OHE and DEED. Milestones have been outlined for the first year only. Project teams will develop additional schedules as part of the development effort. The successful responder will supply up to six skilled IT professionals for an estimated equivalent of 4FTEs to work directly with existing MDE IT management and MDE project managers to implement the warehouse as described above.

Project Milestones and Schedule

The sketch that follows illustrates the rough timeline associated with this project.

| | Novemb | Januar | Marc | Ma | Jul | Septemb | Novemb | Januar | Marc | Ma | Jul | Septemb |

Start
Mon 11/1/10

Establish goals &

identify data sources
Mon 12/27/10 - Fri 6/24/11

software development
Mon 6/27/11 - Fri 3/2/12

load producti

Finish
Fri

infrastructure set up
Mon 12/27/10 - Fri 5/6/11

Acceptance testing
Mon 8/22/11 - Fri 6/29/12

Integration testing
Mon 12/12/11 - Fri 5/25/12

deployment
Mon 2/13/12 - Fri 7/27/12

Analysis Exploration activities begin

- Explicit establishment of goals, leading to a statement of work precedes all other activities.
- Then, in parallel, data sources can be investigated and documented, and required hardware and software can be set up.
- Software development, testing, and deployment are shown overlapping since we anticipate prototyping and phased delivery.
- A period at the end for final loading of data in the warehouse is shown.
- Once this is done, analysis project can start using the warehouse. (The analysis project will likely start prior to this time.)

Agency Project Requirements

The successful responder will:
- Work on site for selected intervals at MDE IT at 1500 Highway 36 Roseville MN 55113
- Work in a Microsoft operating system environment
- Have senior level skills in Project Management and/or J2EE/SQL and/or MS SQL Server
- Work in compliance with the Statewide Enterprise Architecture as directed and be required to report or demonstrate such compliance as needed
- Work in compliance with Statewide Project Management Methodology as directed and be required to report or demonstrate such compliance as needed
- Work in compliance with Statewide Enterprise Security Requirements as directed and be required to report or demonstrate such compliance as needed.
- All work and resulting products must comply with the Minnesota Accessibility Standards adopted September 1, 2010.

Responsibilities Expected of the Selected Vendor

The selected vendor will be required to:
- Provide frequent documentation and status updates through MDE project managers
- May be given project management oversight responsibility by MDE if desired.
- Provide training and knowledge transfer and product documentation where required by MDE
- Work with MDE Quality Assurance to develop testing and acceptance procedures.
- Provide input and track against the MDE project work plan.

Required Skills

Resumes that fail to meet these minimum requirements will not be considered.

Architect
- 5 plus years experience with business intelligence project management
- familiarity with some of the data sources
- 5 plus years experience with MS SQL Server Data bases
- 5 plus years experience with data modeling and analysis tools
- 5 plus years experience with warehouse data modeling using the "Kimball" approach
- 5 plus years experience with implementing applications based on SQL in stored procedures; creation of views; etc.

Developers

- 5 plus years experience with MS SQL Server Data bases
- 5 plus years experience with MS SSIS
- 5 plus years experience with warehouse data modeling using the "Kimball" approach
- 5 plus years experience with data modeling and analysis tools
- 5 plus years experience with:
    - Java J2EE and J3EE development
    - Object oriented application programming
    - MS SQL Server
    - XML
    - Subversion

Desired Skills

- Experience with or business knowledge of selected data sets from institutions of higher education, labor and industry
- Experience with identifying and de-identifying students from a business and/or technical perspective
- Subject matter expertise in education including K-12, higher education, workforce and or labor data and research
- Experience with WebFocus analytic tools and self service portals
- Experience in coaching or team development situations

Process Schedule

- Deadline for Questions   12/13/2010 3:00 P.M. CST
- Posted Response to Questions   12/15/ 2010 3:00 P.M. CST
- Proposals due   12/17/2010 3:00 P.M. CST
- Anticipated proposal evaluation begins   12/20/2010 3:00 P.M. CST
- Anticipated proposal evaluation & decision   12/22/2010 3:00 P.M. CST

Questions

- Any questions regarding this Statement of Work should be submitted via e-mail by 12/13/2010 3:00 P.M. CST

    Name: Cathy Wagner
    Department: Information Technologies
    Telephone Number: 651-582-8688
    Email Address: cathy.wagner@state.mn.us

- Questions and answers will be posted on the Office of Enterprise Technology website by 12/15/ 2010 3:00 P.M. CST (www.oet.state.mn.us).

SOW Evaluation Process

The state reserves the right to interview candidates at its discretion. Scores may be adjusted based on information delivered at that interview

- Experience of candidates (35%)
- Communication Skills (10%)
- Three References (5%)
- Desired skills (20%)
- Cost (30%)

Response Requirements

Response packages are to include:

1) **Resumes of no more than 3 candidates may be proposed. Additional resumes will NOT be considered.**
2) Hourly rate of each candidate proposed
3) References: Provide three clients who have worked with the candidate previously
4) Provide a statement corresponding to the Conflicts of Interest Requirements on page 5.
5) Required forms to be returned or additional provisions that must be included in proposal
   a) Affirmative Action Certificate of Compliance (if over $100,000)
      http://www.mmd.admin.state.mn.us/doc/affaction.doc
   b) Affidavit of non-collusion
      http://www.mmd.admin.state.mn.us/doc/noncollusion.doc
   c) Immigration Status Certification (if over $50,000)
      http://www.mmd.admin.state.mn.us/doc/immstatcert.doc
   d) Location of Service Disclosure
      http://www.mmd.admin.state.mn.us/Doc/ForeignOutsourcingDisclosureCertification.doc
   e) Certification Regarding Lobbying
      http://www.mmd.admin.state.mn.us/doc/lobbying.doc
   f) Veteran-Owned/Service Disabled Veteran-Owned Preference Form
      http://www.mmd.admin.state.mn.us/doc/vetpref.doc

Proposal Submission Instructions

Vendors must submit response packages and candidate resumes directly to <u>Cathy Wagner by</u> 12/17/2010 3:00 P.M. CST This may be done via e-mail attachment to <u>cathy.wagner@state.mn.us</u>

General Requirements

Proposal Contents
By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of a work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Indemnification
In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:
1) Intentional, willful, or negligent acts or omissions; or
2) Actions that give rise to strict liability; or
3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses
All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted,
include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest
Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals
In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-owned/Service Disabled Veteran-Owned Preference
In accordance with Laws of Minnesota, 2009, Chapter 101, Article 2, Section 56, eligible certified veteran-owned and eligible certified service-disabled veteran-owned small businesses will receive a 6 percent preference in the evaluation of their proposal.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses should complete the Veteran-Owned/Service Disabled Veteran-Owned Preference Form in this solicitation, and include the required documentation. Only eligible, certified, veteran-owned/service disabled small businesses that provide the required documentation, per the form, will be given the preference.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses must be currently certified by the U.S. Department of Veterans Affairs prior to the solicitation opening date and time to receive the preference.

Information regarding certification by the United States Department of Veterans Affairs may be found at http://www.vetbiz.gov.

STATE OF MINNESOTA
Sample IT Professional Technical Services Master Contract Program Work Order

This work order is between the State of Minnesota, acting through its _____ ("State") and _____ ("Contractor"). This work order is issued under the authority of Master Contract T-Number 902TS, CFMS Number _____, and is subject to all provisions of the master contract which is incorporated by reference.

Work Order

1   Term of Work Order

1.1   *Effective date*: _____, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.
The Contractor must not begin work under this work order until it is fully executed and the Contractor has been notified by the State's Authorized Representative to begin the work.
1.2   *Expiration date*: _____, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2   Contractor's Duties

The Contractor, who is not a state employee, will: _____ *[Thorough Description of Tasks/Duties]*

3   Consideration and Payment

3.1   *Consideration*. The State will pay for all services performed by the Contractor under this work order as follows:

A.   *Compensation.* The Contractor will be paid as follows: _____ [*For example; Resource Type hourly rate]*

Travel Expenses. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Contractor as a result of this work order will not exceed $_____.
Total Obligation. The total obligation of the State for all compensation and reimbursements to the Contractor under this work order will not exceed $_____.

3.2 *Invoices.* The State will promptly pay the Contractor after the Contractor presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:_____

4   Authorized Representatives

The State's Authorized Representative is *[NAME, TITLE, ADDRESS, TELEPHONE NUMBER]*, or his/her successor. The State's Authorized Representative will certify acceptance on each invoice submitted for payment.
The Contractor's Authorized Representative is _____. If the Contractor's Authorized Representative changes at any time during this work order, the Authorized Representative must immediately notify the State.

5   Nonvisual Access Standards

Nonvisual access standards require:

1)   The effective interactive control and use of the technology, including the operating system, applications programs, prompts, and format of the data presented, are readily achievable by nonvisual means;
2)   That the nonvisual access technology must be compatible with information technology used by other individuals with whom the blind or visually impaired individual must interact;

3) That nonvisual access technology must be integrated into networks used to share communications among employees, program participants, and the public; and

4) That the nonvisual access technology must have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

6　　　**Liability** *[Insert selected language]*

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05.

Signed: _____

Date: _____

CFMS Contract No. B- _____ Object Code: _____

2. CONTRACTOR
The Contractor certifies that the appropriate person(s) have executed the contract on behalf of the Contractor as required by applicable articles or bylaws.

By: _____

Title: _____

Date: _____

3. STATE AGENCY

Individual certifies the applicable provisions of Minn. Stat. §16C.08, subdivisions 2 and 3 are reaffirmed.

By: _____
　　　　　(with delegated authority)
Title: _____

Date:_____